

**THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF FORT FAIRFIELD  
WAS HELD ON  
MARCH 18, 2020 AT 7:00 A.M.  
AT HILLCREST ESTATES CONFERENCE ROOM  
FORT FAIRFIELD, ME 04742**

**I. ROLL CALL**

Chairman, Meg Hegemann called the meeting to order; those present were: Randolph Bouchard, Duska Day, and Daniel Ayoob and Dawn McGrath- Meg and Dan were present via a conference call

Absent: Donna Currie

**II. REVIEW OF MINUTES**

The MINUTES of the February 19, 2020 Regular Meeting were presented for review and approval. **UPON MOTION** made by Daniel Ayoob and seconded by Duska Day the MINUTES as presented were approved.

**III. REPORTS AND COMMUNICATIONS**

- **Director's Report: Atch 1.**

**IV. UNFINISHED BUSINESS:**

- **Borderview Sheds-** After several contactors checked the sheds out it was suggested that creating new sheds would in fact be cheaper than repairing them. The Housing Authority received 3 quotes to build the sheds and they are as follows:

Borderview Sheds Project	
Company	Price
Modern Roofing and Siding	\$36,000.00
Ryan Spooner Carpentry LLC	\$57,600.00
J&J Mini Barns	\$42,000.00

**HAFF- 20-13**

**UPON MOTION** made by Duska Day and seconded by Randolph Bouchard to accept Modern Roofing and Siding quote at \$36,000.00.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve to have Modern Roofing and Siding build 36 new sheds for Borderview Homes.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Executive Director Contract** – After further review of the contract it was noticed that continuing education towards a bachelor's degree was a recommendation and not a requirement. Also, that when the contract is up for annual renewal, the Executive Director's evaluation will also be done at the same

time. Like last year, Board members will fill out the form and send to the Chairman to combine prior to the review.

**V. NEW BUSINESS:**

• **Consolidated Budget Draft FY 2021-**

The Consolidated Budget was presented for review and approval. Two items that were not finalized were the PHA Operating Subsidy and the Section 8 Admin Fee and HAP. After reviewing it was noticed by the Chairman that the Directors Report and Budget has a few differences. The Telephone was not budgeted on the Director's Report and the new Budget did not include Telephone expenses. The Consolidated Budget now includes the HMS Budget.

The Consolidated Budget is to be tabled until next meeting to correct this issue.

Dan was interested in finding out if the Housing Authority would be getting additional funding to use towards the COVID 19 Pandemic. HUD has said that funding can be used to purchase cleaning supplies as well as items for teleworking. The issue is that they are very limited supplies to purchase. As for teleworking, it would require purchasing equipment and internet. A major issue for this is that files and most information that we deal with are sensitive and are unable to leave the office for confidentiality purposes. At this time the HA will remain open to help our residents.

• **Fields Lane II Draft Budget FY 2021-**

The Fields Lane II was presented for review and approval. The only item not completed was the Contract Rent and Utility Allowance since the OCAF forms have not been sent by Maine Housing

**HAFF- 20-14**

**UPON MOTION** made by Daniel Ayoob and seconded by Dawn McGrath to accept the FY 2021 Fields Lane II Budget

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2021 Fields Lane II Budget with the potential increase from OCAF.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

• **Cherry Lane FY 2021 Budget-**

The Cherry Lane Budget was presented for review and approval. The major difference this year will be the management fee. Our Fee Accountant Michael Hulsey suggested to break down everyone's hours based on project by percentage. Besides the project manager there are two other admin staff who work with Cherry Lane, based on that the Management fee is more accurate.

**HAFF- 20-15**

**UPON MOTION** made by Randolph Bouchard and seconded by Dawn McGrath to accept the FY 2021 Cherry Lane Budget

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2021 Fields Lane II Budget with the potential increase from OCAF.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Emergency Action Plan** – Chief of Police Shawn Newell reviewed our Emergency Action Plan and had a couple suggestions. 1. Create a code word to notify coworkers to call 911 or install a panic button.  
2. Create a Go Bag for the Police/Fire Department to have in case of major emergencies like fires or flood with names, addresses and emergency contacts plus master keys for all projects.  
Both suggestions are reasonable. The staff will try out a code first, then if that fails to work in an emergency or the staff no longer feels safe, a panic button will be installed.

**HAFF 20-16**

**UPON MOTION** made by Duska Day and seconded by Dawn McGrath to accept the changes to the Emergency Action Plan to include a Go Bag and a safe word for emergencies.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve changes to the Emergency Action Plan to include a Go Bag and a safe word to contact 911 in case of an emergency.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **FY 2019 Audit** – The finalized Audit for FY 2019 was presented for approval. There were no findings by the Auditors.

**HAFF 20-17**

**UPON MOTION** made by Duska Day and seconded by Dawn McGrath to accept the FY 2019 Housing Authority of Fort Fairfield Audit.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the FY 2019 Audit.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately.

- **Borderview Siding Quotes**- Prices for the Borderview Siding Project came in higher than originally planned. The original quotes did not include removal of the old siding. The quotes came in as follows:

Borderview Siding Project	
Company	Price
Lowe's Home Center LLC	\$152,802.00 \$156,649.77
Ryan Spooner Carpentry LLC	\$198,000.00
Modern Roofing and Siding	\$183,600.00

**HAFF 20-18**

Lowe's had two quotes for different siding color and size.

**UPON MOTION** made by Duska Day and seconded by Dawn McGrath that the Executive Director can have the ability to choose which Lowe's price.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the Lowe's Quotes for the Borderview Siding project with the Executive Director's discretion on which plan.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

This resolution is effective immediately

**VI. OTHER:**

- **Nominations** – Rob Langner has submitted his resignation due to his new position as Judge with a potential conflict of interest. Meg Hegemann is also turning her resignation in but after a brief discussion she will stay on until July 2020. Official nominations will take place next meeting.
- **Biennial Inspections for Section 8-** due to the current pandemic of COVID 19 Tracie Helstrom HCV Manager and Pete Bowmaster HQS and the Executive Director have all agreed to switch to biennial inspections for Section 8. HUD has been pushing it and now allowing Housing Authorities to change their Admin Plan without approval. If this does not work after the Housing Authority will change back to annual inspections.

**HAFF 20-19**

**UPON MOTION** made by Duska Day and seconded by Randolph Bouchard that the Section 8 inspections can go from annual to biennial.

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve going from annual inspections to biennial for the Section 8 program.

The resolution was unanimously approved.

The Chairman declared said motion carried and said resolution adopted.

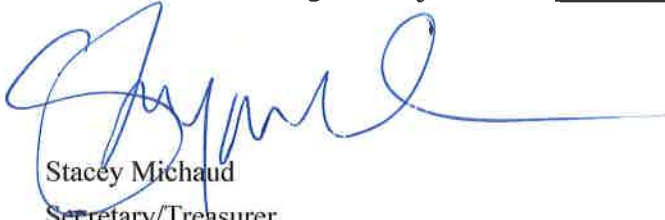
This resolution is effective immediately.

**VII. ADJOURN:**

There being no further business to come before the Board;

**UPON MOTION** made by Randolph Bouchard and seconded by Dawn McGrath it was passed unanimously to adjourn.

**The next meeting will be held Wednesday April 15, 2020 at the Hillcrest Estates Conference Room at 7:00 AM. Meeting was adjourned at 8:00 am.**



Stacey Michaud  
Secretary/Treasurer

**Fort Fairfield Housing Authority**  
**BVW, HE, FL1 & FL3 Operating Statement**

**202002**

Desc	Current Period	Current Year	Year To Date Budget	Variance
00.000.3110.000 Dwelling Rentals	\$(25,915.34)	\$(207,487.13)	\$(183,333.36)	\$(24,153.77)
00.000.3120.000 Excess Utilities	\$ -	\$ (580.36)	\$ -	\$ (580.36)
00.000.3300.000 HUD Operating Subsidy Grant	\$(29,734.00)	\$(196,861.00)	\$(170,230.64)	\$(26,630.36)
00.000.3610.000 Interest General Fund	\$ (35.28)	\$ (1,357.86)	\$ (1,200.00)	\$ (157.86)
00.000.3690.100 Late Charges	\$ (81.85)	\$ (1,211.41)	\$ -	\$ (1,211.41)
00.000.3690.200 Laundry Receipts	\$ (150.25)	\$ (1,143.50)	\$ (1,333.36)	\$ 189.86
00.000.3690.300 Other Misc. Income	\$ (447.98)	\$ (6,003.35)	\$ (6,533.36)	\$ 530.01
00.000.3690.400 Collection Of Written Off Receivables	\$ (60.00)	\$ (2,118.66)	\$ -	\$ (2,118.66)
00.000.3690.500 Services W/orders Tenants	\$ (94.85)	\$ (3,415.16)	\$ (1,000.00)	\$ (2,415.16)
00.000.8020.200 Capital Fund Grant - Operating	\$ -	\$ -	\$ (27,333.36)	\$ 27,333.36
<b>Total Income</b>	<b>\$ 56,519.55</b>	<b>\$ 420,178.43</b>	<b>\$ 390,964.08</b>	<b>\$ 29,214.35</b>
00.000.4110.000 Administrative Salary	\$ 14,605.58	\$ 123,887.22	\$ 82,142.00	\$ 41,745.22
00.000.4111.000 Contra Administrative Salaries	\$ (8,005.92)	\$ (67,355.64)	\$ (57,380.64)	\$ (9,975.00)
00.000.4130.000 Legal Expense	\$ -	\$ 2,331.39	\$ 2,666.64	\$ (335.25)
00.000.4131.000 Contra Legal	\$ -	\$ -	\$ -	\$ -
00.000.4140.000 Insufficient Checks	\$ -	\$ 10.00	\$ -	\$ 10.00
00.000.4145.000 Staff Training	\$ -	\$ 440.00	\$ 1,333.36	\$ (893.36)
00.000.4150.000 Travel Expense	\$ 155.87	\$ 4,353.07	\$ 2,666.64	\$ 1,686.43
00.000.4151.000 Contra Travel	\$ (366.67)	\$ (2,933.36)	\$ (2,933.36)	\$ -
00.000.4151.100 Contra Training	\$ (33.33)	\$ (266.64)	\$ (266.64)	\$ -
00.000.4170.000 Accounting	\$ -	\$ 7,200.00	\$ 3,800.00	\$ 3,400.00
00.000.4171.000 Contra Accounting	\$ (325.00)	\$ (2,600.00)	\$ (2,600.00)	\$ -
00.000.4173.000 Auditing	\$ -	\$ 5,900.00	\$ 2,333.36	\$ 3,566.64
00.000.4174.000 Audit Contra	\$ (208.33)	\$ (1,666.64)	\$ (1,666.64)	\$ -
00.000.4180.000 Telephone	\$ 670.33	\$ 5,370.46	\$ -	\$ 5,370.46
00.000.4190.000 Administrative Sundry	\$ 867.06	\$ 9,093.31	\$ 10,000.00	\$ (906.69)
00.000.4191.000 Contra Sundry	\$ (1,416.66)	\$ (11,333.28)	\$ (11,333.36)	\$ 0.08
00.000.4220.000 Tenant Services	\$ -	\$ 205.10	\$ 666.64	\$ (461.54)
00.000.4230.000 Tenant Services Training	\$ -	\$ -	\$ 666.64	\$ (666.64)
00.000.4310.000 Water	\$ -	\$ 8,660.59	\$ 10,666.64	\$ (2,006.05)
00.000.4320.000 Electricity	\$ 1,600.34	\$ 10,273.16	\$ 11,333.36	\$ (1,060.20)
00.000.4330.000 Gasoline & Diesel	\$ -	\$ (27.93)	\$ -	\$ (27.93)
00.000.4340.000 Fuel Oil	\$ 20,512.66	\$ 49,829.02	\$ 35,333.36	\$ 14,495.66
00.000.4390.000 Sewer	\$ -	\$ 9,763.58	\$ 10,666.64	\$ (903.06)
00.000.4410.000 Ordinary Maintenance - Labor	\$ 9,049.64	\$ 90,506.00	\$ 70,800.64	\$ 19,705.36
00.000.4410.200 Ordinary Maintenance/summer Help	\$ 420.00	\$ 12,822.50	\$ -	\$ 12,822.50
00.000.4411.000 Maintenance Contra	\$ (3,378.83)	\$ (30,545.46)	\$ (23,600.00)	\$ (6,945.46)
00.000.4420.000 Ordinary Maintenance - Material	\$ 1,974.67	\$ 21,168.41	\$ 56,000.00	\$(34,831.59)
00.000.4430.000 Ordinary Maintenance - Cont. Cost	\$ 6,218.01	\$ 34,400.19	\$ 14,666.64	\$ 19,733.55
00.000.4510.000 Insurance Expense	\$ -	\$ 17,495.00	\$ 20,544.00	\$ (3,049.00)
00.000.4511.000 Contra Insurance	\$ -	\$ -	\$ -	\$ -
00.000.4520.000 P.i.l.o.t.	\$ -	\$ 14,444.71	\$ 12,000.00	\$ 2,444.71
00.000.4540.000 Employee Benefit Contribution	\$ 9,902.14	\$ 92,834.07	\$ 50,471.36	\$ 42,362.71
00.000.4541.000 Contra Employee Benefits	\$ (3,852.23)	\$ (33,724.87)	\$ (26,724.00)	\$ (7,000.87)
00.000.8020.100 Capital Fund Grant - Capital	\$ (4,502.45)	\$ (72,983.45)	\$ (39,333.36)	\$(33,650.09)
00.000.4570.000 Collection Losses	\$ 2,455.90	\$ 7,228.69	\$ 1,333.36	\$ 5,895.33
<b>Total Expenses</b>	<b>\$ 43,886.88</b>	<b>\$ 304,779.20</b>	<b>\$ 234,253.28</b>	<b>\$ 70,525.92</b>
<b>Current Year Income &amp; Expense</b>	<b>\$ 12,632.67</b>	<b>\$ 115,399.23</b>	<b>\$ 156,710.80</b>	<b>\$ (41,311.57)</b>

**Occupancy As of 02/29/2020**

Project Name	# Units	Unit Days	Occupied	Pct%	Vacant
Borderview Homes	36	1044	1044	100.00%	0
Cherry Lane Apartments	4	116	116	100.00%	0
Fields Lane I	20	580	551	95.00%	29
Fields Lane II	16	464	441	95.04%	23
Fields Lane III	8	232	232	100.00%	0
Hillcrest Estates	17	493	493	100.00%	0
Morningview LLC	26	754	754	100.00%	0
The Meadows	25	725	690	95.17%	35
<b>TOTALS:</b>	<b>152</b>	<b>4408</b>	<b>4321</b>	<b>98.15%</b>	<b>87</b>

Repay		Write Offs:	
R. Johnson	\$674.68		
<b>Total</b>	<b>\$674.68</b>		
		<b>Total</b>	<b>\$0.00</b>

<b>Section 8</b>	<b>Reserve</b>	
\$44,764	<b>Local</b>	<b>Vouchers</b>
		<b>129</b>
		<b>Used</b>
<b>Local Programs</b>		<b>131</b>
\$125,375		
<b>Fields Lane II</b>		
\$16,214		
<b>Cherry Lane</b>		
\$11,171		